

## a CRASH course to FY2013 LSTA

*Alabama Public Library Service  
October 2011*



6030 Monticello Drive  
Montgomery, AL 36130  
(800) 723-8459

## Library Services and Technology Act (LSTA)

- LSTA Goals
  - Promote access to learning and information sources for all users
  - Promote services to all users especially those in rural areas or with special needs
- APLS Five-Year Plan for LSTA
  - Current plan is October 1, 2007 – September 30, 2012
  - Required in order to receive federal funds from IMLS

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## ☺ Grant Process (It's EASY!)

1. Notices of Intent are submitted (December 2011)
2. Applications are submitted (April 2012)
3. Applications are evaluated and scored by LSTA Advisory Council (April/May 2012); scores are submitted to APLS (June 2012)
4. Grants are approved by APLS Executive Board (August 2012)
5. Applicants are notified (August/September 2012)

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## LSTA Documents

- Grant Category Summaries
- Grant Models
- FY2013 Basic Manual
- Rules for FY2013 LSTA Grant Program
- Policy Manual for FY2013 LSTA Grant Program
- APLS LSTA Five-Year Plan, October 1, 2007 – September 30, 2012
- Rules and Regulations for Supplemental State Aid to Public Libraries

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## FY2013 Grant Forms

- Notice of Intent and Applications
- Payment Request Form for Grant Projects
- Report Form for Grant Projects  
(1<sup>st</sup> Interim, 2<sup>nd</sup> Interim, and Final)
- MLS Professional Training Grant Payment Request Form
- MLS Professional Training Grant Progress Report Form

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## Notice of Intent

- A notice of intent is not required for a Professional Training grant.
  - The notice of intent is not part of the scoring process.
  - Its purposes are to enable APLS staff to determine if the proposed project falls within the LSTA rules and regulations, and to give the staff an opportunity to offer written recommendations to help administrators prepare better applications.
- ✉ Must be submitted **by email** (deadline: December 9, 2011)
- ➦ Send to [kralya@apls.state.al.us](mailto:kralya@apls.state.al.us)

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## General/Small Library Development Grant Application

- ❑ Must be submitted **by email** (deadline: April 6, 2012)
- ✉ Send to [kralya@apls.state.al.us](mailto:kralya@apls.state.al.us)
- ✉ One (1) paper application with original signatures and any required attachments **must also** be submitted (postmark deadline: April 6, 2012)

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## Professional Training Grant Application

- Professional Training for MLS
  - Submitted per application instructions
  - Postmark deadline: April 2, 2012

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## Grant Writing Process

- How to Approach Grant Writing
  - Verify State Aid compliance and review long-range plan
  - Review the grant documents and forms to become familiar with the grant process
  - Study the grant category summaries to determine which program(s) would be the best fit for your library
  - Review evaluation criteria so you will know how the applications are scored
  - Collect data and complete planning
  - Submit notice(s) of intent and application(s)

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## Small Library Development Grants (Population 10,000 or less)

- ❑ Collection Development  
(Award cap: \$7,000)
- ❑ Library Technology and Automation  
(Award cap: \$15,000)
- ❑ Strengthening Youth and Family  
(Award cap: \$5,000)

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## General Grants (Population over 10,000)

- ❑ Collection Development  
(Award cap: \$10,000)
- ❑ Cooperative Library Network Planning  
(Award cap: \$5,000)
- ❑ Cultural Diversity  
(Award cap: \$20,000)
- ❑ Digitization of High-Demand Rare Library Materials  
(Award cap: \$15,000)

## General Grants (cont.) (Population over 10,000)

- ❑ High-Speed Connectivity  
(Award cap: \$13,000)
- ❑ Library Technology and Automation  
(Award caps: \$60,000 for individual libraries / \$150,000 for a public library system)
- ❑ Library Vehicles  
(Award cap: \$90,000)
- ❑ Micrographic Equipment  
(Award cap: \$4,500)

## General Grants (cont.) (Population over 10,000)

- ❑ Services for the Disabled  
(Award cap: \$15,000)
- ❑ Services for Those Having Difficulty Using a Library  
(Award cap: \$20,000)
- ❑ Strengthening Communities  
(Award cap: \$20,000)
- ❑ Strengthening Youth and Family  
(Award cap: \$20,000)

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## Professional Training Grant (Population: any size)

- ❑ Professional Training for MLS

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## Application Evaluation

- APLS staff reviews for technical errors
- LSTA Advisory Council
  - Evaluation Committees are appointed
  - Scores are assigned to each application
  - Scores are totaled and averaged
  - Applications are ranked by average score
- APLS Executive Board makes final approval

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## Application Evaluation (cont.)

- Evaluation Criteria used by LSTA Advisory Council
  - Refer to LSTA Policy Manual, pp. 4 – 6.
- Note “weight” of each criterion  
[For example: “Project Description and Target Audience”, “Basic Need”, “Activities and Evaluation”, and “Budget” all have a weight of 4 which is the highest. This means these areas may be more heavily reviewed and scored than others.]

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## Local Match

- § Required local match
  - For non-vehicle grants, the required local match is 25% of the LSTA amount. Up to 25% of the required local match may be comprised of project personnel salaries. [NOTE: a match is not required for Professional Training grants.]
  - For vehicle grants, the required local match is 100% of the LSTA amount and must be in cash.
- § Calculating required local match for non-vehicle grants
  - Project total / 5 = local match [i.e. \$5,000 (project total) / 5 = \$1,000 (local). \$5,000 (project total) - \$1,000 (local) = \$4,000 (LSTA)]
  - To double check: LSTA x 0.25 = local match [i.e. \$4,000 (LSTA) x 0.25 = \$1,000 (local)]

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## Budget Stipulations

- Most of the grant programs have stipulations regarding the eligibility of certain items or services. [Refer to the Grant Category Summaries.]
- Common restrictions include:
  - Programs using clowns, magicians, puppeteers, etc. **must** be paid for with local funds. (These are considered “entertainment” costs and are not eligible using LSTA funds. “Sorry, Bozo”.)
  - Food costs **must** be paid for with local funds.
  - Project-related furnishings are restricted to **25%** of the total project cost (i.e. shelving, desks, chairs, etc.)

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## Completing the Application

- Contact Information:
  - Enter information as requested.
- A. Grant Program:
  - Select only one grant program per application.
  - REMEMBER: You cannot submit more than one application for the same program (i.e. two Collection Development applications).

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## Completing the Application (cont.)

- B. Budget Summary:
  - Enter the budget category totals after completing the budget detail tables in Part F.
- C. Population Information:
  - (1) Enter the **name** of the county or counties to be served. (For example: Montgomery City-County Public Library would enter "Montgomery", not "1".)
  - (2) Enter the **estimated** number of persons to be served. (This isn't always the same as the entire service area.)

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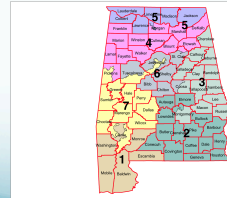
## Completing the Application (cont.)

- D. District Information:
  - (1) Specify Congressional District(s)
  - (2) Specify State House District(s)
  - (3) Specify State Senate District(s)
- For State House and Senate Districts, go to: <http://www.legislature.state.al.us/misc/zipsearch.html>

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## Completing the Application (cont.)

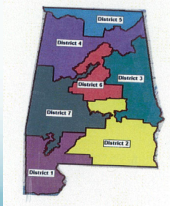
- D. District Information: (continued)
  - For Congressional District, go to: [http://www.legislature.state.al.us/reapportionment/congressional/maps/congressional\\_map.pdf](http://www.legislature.state.al.us/reapportionment/congressional/maps/congressional_map.pdf)



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## Completing the Application (cont.)

- D. District Information: (continued)
  - Proposed Congressional redistricting is awaiting approval by the Attorney General's Office. To view the proposed districts map, go to: <http://www.arcgis.com/home/webmap/viewer.html?webmap=ba665f723d7145908f9c31bd52a4f019>



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## Completing the Application (cont.)

- D. District Information: (continued)
- Counties affected by redistricting:

- Blount
- Cherokee
- Clarke
- Colbert
- Lawrence
- Lowndes
- Montgomery
- Morgan
- Pickens
- St. Clair
- Tuscaloosa

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## Completing the Application (cont.)

### □ E. Project Summary:

- Give a brief description (150 words or less) of the project including project purpose and objectives.

### □ F. Project Narrative:

- (1) Justification
- (2) Project Planning/Description
- (3) Evaluation/Continuation

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## Completing the Application (cont.)

- Limit narrative to 1,000 words or less
- This is your opportunity to make your case
- Make the narrative easy for the Advisory Council to read by dividing it into the three required areas within the application itself and not on a separate document
- Use bullets when possible to highlight important points
- Make your intentions clear and do not "ramble"
- Make sure all questions are answered completely even if you have to repeat certain points

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## Completing the Application (cont.)

- Use the questions under each area to develop the narrative section:
  - Explain the purpose and justification
  - Identify target audience and how they will benefit
  - Identify the need from the patrons' point of view, not the library's

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## Completing the Application (cont.)

- ✓ Describe the planning
  - Information gathered; people consulted
  - Those involved in planning
  - Length of planning
- 💰 Describe how the project will be continued
  - Give specifics for future funding
- ✍ Describe the evaluation process
  - Explain how you will know if your project has been successful

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## Completing the Application (cont.)

### • G. Budget Information:

- (1) Salaries budget detail table
  - Use only if salaries are part of local match
- (2) Travel budget detail table
  - Include description of trips
- (3) Equipment budget detail table
  - Include description of equipment items
- (4) Supplies budget detail table
  - Include description of supplies
- (5) Contractual budget detail table
  - Include description of services
- (6) Library Materials budget detail table
  - Include description of materials

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## Completing the Application (cont.)

### • H. Children's Internet Protection Act:

- All applicants must answer CIPA question
- CIPA places filtering requirements on public libraries (and public school libraries) which use LSTA funds (1) to purchase computers used to access the Internet or (2) to pay for direct costs associated with accessing the Internet
- Internet Safety Certification Form is submitted with contract

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## Completing the Application (cont.)

- I. Collection Development:
  - To be completed **only** by applicants for the program "Collection Development"
  - Specify target population(s):
    - Children and youth at risk
    - Older adults
    - Persons with disadvantages
    - Persons who are institutionalized
    - Persons with limited literacy or English language skills
    - Persons in under-served areas
  - Specify local funds for library materials

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## Completing the Application (cont.)

- J. Letters from System and Network Directors:
  - Required **only** for members of public library systems and/or cooperatives
  - Applies to libraries that receive their State Aid disbursement from another library entity rather than directly from APLS

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## Completing the Application (cont.)

- K. Partnering Libraries or Agencies:
  - Complete table listing number and type of library or agency
  - Attach endorsement letters from partners
- L. State Aid Compliance Checklist:
  - All applicants must complete checklist
  - State Aid compliance is required for LSTA eligibility

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## Completing the Application (cont.)

- Attachments: Letters of support
  - Mandatory
    - ❖ From partnering organizations
    - ❖ From other libraries to be served
    - ❖ From public library system and/or cooperative network directors
  - Optional
    - ❖ Up to 5 letters of support from general public

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## Completing the Application (cont.)

- Attachments: Technology information
  - Appendix A
  - Technical specifications and justification for equipment is required for individual items costing \$5,000 or more
  - Diagram(s)
  - 3-year technology plan (only for High-Speed Connectivity grants)

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## Completing the Application (cont.)

- Attachments: Vehicle information
  - Appendix B
  - Photograph(s) or drawing(s)

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## Post-Award Guidance

- Award announcements--August/September 2012
- Awarded libraries will receive two sets of contracts and attachments (i.e. Civil Rights Certificate, Debarment and Suspension Certification, Standard Assurances, and Internet Safety Certification)
- When signed and notarized contracts are received at APLS, they will be signed by the Director and a set will be returned to the library
- Funds cannot be obligated or used by the library until a signed contract is received
- Contract period--October 1, 2012 to June 30, 2013

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## Post-Award Guidance (cont.)

- § Budget revisions are allowed but must be for eligible items within the purpose of the project. (Complete Section 15 on payment request form.)
- § Major budget revisions of greater than 5% of the grant award require a written request and prior approval from APLS Director.
- § Contact APLS about **any** budget revisions regardless of the amount.

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## Post-Award Guidance (cont.)

- **Payment Requests:**
  - ✦ Request 25% or more of the LSTA award amount each time (make requests as large as possible).
  - ✦ Reimbursable amount is 80% of total amount spent. [i.e. \$10,000 (total spent) x 0.80 = \$8,000 (LSTA amount eligible for reimbursement). The remaining 20% is from local funds which are not reimbursed.]
  - ✦ Final request may be for any amount not exceeding the remaining balance.

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## Post-Award Guidance (cont.)

- **Payment Requests: (continued)**
  - ◆ Payment request forms are on the APLS website and may be completed on your computer  
[http://statelibrary.alabama.gov/Content/lsta/Payment%20request%20form%20\(revised%209.06\)%20FILL-IN.doc](http://statelibrary.alabama.gov/Content/lsta/Payment%20request%20form%20(revised%209.06)%20FILL-IN.doc).
  - ◆ Federal Cash Management Improvement Act:
    - Grantees must be in compliance with the CMIA  
<http://fms.treas.gov/cmia/index.html>
    - Timing and amount of cash requests should be as close as is administratively feasible to the actual disbursements
    - Disburse funds as soon as possible after receiving payment from APLS (i.e. "You can't make money off the Feds.")

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## Post-Award Guidance (cont.)

- **Reports:**
  - ✦ First interim report (due January 2013)
  - ✦ Second interim report (due April 2013)
  - ✦ Final report (due August 2013)
  - ✦ Report from APLS to Institute of Museum and Library Services (IMLS)
  - ✦ IMLS reports to Congress

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## Final LSTA Thoughts

- Review LSTA manuals and other documents
- Use handouts to begin planning
- Do your **homework** (i.e. review your long-range and technology plans, survey your patrons, check on prices)
- Consult with APLS staff

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## HELP!!!!!!!

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